

Checklist for Training a New Peer Counselor

Staff Name: _____ Start Date: _____

List All WIC Duties: _____

Overview

The following checklists indicate the required training for a WIC Breastfeeding Peer Counselor. Per the Idaho WIC Program Policy Manual Ch. 8, any staff member that is cross-trained must ensure all applicable training is completed for those duties related to WIC. If Peer Counselor performs job duties for other positions in WIC, then appropriate training checklist(s) should be completed. If additional pages are needed for training or observations please use the universal checklist pages and attach the position checklist for your records. These are minimum requirements; staff are encouraged to continue training in various WIC areas related to their role as time allows. The Peer Counselor must complete Phase I and the Observations before she is able to work independently with participants.

Phase I: Basic Skills

It is recommended to complete the following training in the order provided and by the timeframe specified below, however the local agency may choose to train in a shorter timeframe. Once completed, record the date and have your trainer initial next to the date confirming its completion. If additional pages are needed for training and observations please use the blank checklist pages available on the Idaho WIC website.

Phase I is required training to be completed within the first 3 months. The hours listed below include the time it may take to complete the training. All LMS materials such as Guidebooks, Activities Workbook, QRCs, and supplemental documents can be found on the Idaho WIC website under the *Training* section. If another approved Peer Counseling training is selected in place of *Loving Support Through Peer Counseling: A Journey Together*, then that training should be documented in a similar format as below.

Type of Training Resource	Training Resource Title	Recommended Timeframe to Complete	Hours	Notes	Date completed & Trainer Initials
Phase I: Basic Skills					
Form	Conflict of Interest (COI) form	1 week	0	Read and sign the COI form	
PowerPoint	Civil Rights	1 week	1-2	Idaho WIC Civil Rights PowerPoint	
Loving Support Through Peer Counseling: A Journey Together	Section I: The WIC Peer Counseling Program Module 1: Becoming a WIC Peer	1 week	1		

	Counselor				
Loving Support Through Peer Counseling: A Journey Together	Section I: The WIC Peer Counseling Program Module 2: Helping Moms Say YES to Breastfeeding	1 week	1		
Loving Support Through Peer Counseling: A Journey Together	Section II: Counseling and Communication Skills Module 3: Helping Moms Overcome Common Barriers	2 weeks	1		
Loving Support Through Peer Counseling: A Journey Together	Section II: Counseling and Communication Skills Module 4: How to Talk with Moms About Breastfeeding	2 weeks	3		
Loving Support Through Peer Counseling: A Journey Together	Section II: Counseling and Communication Skills Module 5: Ways to Reach New Moms	2 weeks	1	Sign the confidentiality agreement and give a copy to your supervisor.	
Loving Support Through Peer Counseling: A Journey Together	Section III: Getting Started with Breastfeeding Module 6: Encouraging Exclusive Breastfeeding	3 weeks	1.5		
Loving Support Through Peer Counseling: A Journey Together	Section III: Getting Started with Breastfeeding Module 7: Supporting New Breastfeeding Moms	3 weeks	1.5		
Loving Support Through Peer Counseling: A Journey Together	Section III: Getting Started with Breastfeeding Module 8: Helping Moms When Things Don't Go as Planned Module	3 weeks	1.5		
Loving Support Through Peer Counseling: A Journey Together	Section IV: Talking with Mothers About Breastfeeding Module 9: Talking with Pregnant Women About Breastfeeding	4 weeks	1.5		
Loving Support Through Peer Counseling: A Journey Together	Section IV: Talking with Mothers About Breastfeeding Module 10: Talking with Mothers About Breastfeeding in the 1 st Month	4 weeks	1.5		
Loving Support Through Peer Counseling: A Journey	Section IV: Talking with Mothers About Breastfeeding	4 weeks	1		

Together	Module 11: Talking with Mothers About Breastfeeding As Baby Grows				
Loving Support Through Peer Counseling: A Journey Together	Section IV: Talking with Mothers About Breastfeeding Module 12: Talking with Mothers About Breastfeeding – When Mother and Baby are Separated	4 weeks	1.5		
Loving Support Through Peer Counseling: A Journey Together	Section V: Optional Module Module 13: Providing Peer Counselor Services in Other Settings	5 weeks	1	This module is only required if Peer Counselors make home or hospital visits, or if they facilitate support groups or classes	
WISPr QRC	Breastfeeding Peer Counseling Guide	2 months	2		

Phase II: Advanced Skills

Phase II is considered advanced training. Peer Counselors can begin working with participants independently before completing Phase II, unless otherwise stated. **This training is required training to be completed within the first 6 months.** Once completed, record the date and have your trainer initial next to the date confirming its completion.

Type of Training	Online Course and/or Guidebook Title	Recommended Timeframe to Complete	Hours	Comments/Notes	Date completed & Trainer Initials
Phase II: Advanced Skills					
Guidebook	Overview	1 week	2	Complete prior to Baby Behavior course	
Online Course & Guidebook	Baby Behavior	3-6 months	4-6		
WISPr QRC	Breastfeeding Equipment Guide (WSCA)	3-6 months	2	This is only required if the Peer Counselor will be distributing single-user breast pumps and/or accessories	
WISPr QRC	Breast Pump Rental (RFNS) Guide	3-6 months	2	This is only required if the Peer Counselor will be	

				approving multi-user breast pumps	
--	--	--	--	-----------------------------------	--

Observations:

The Peer Counselor should be provided with many opportunities to watch other Peer Counselors, Certifiers, and/or the Peer Counseling Coordinator interact with participants before she is observed. Record the New Peer Counselor's observations of experienced staff on the first graph. On the second graph, the Peer Counseling Coordinator or Training Lead must sign off on observations of the New Peer Counselor to confirm competency. These skills must be signed off before the Peer Counselor can complete contacts on her own.

New Peer Counselor Observing a Peer Counselor/Breastfeeding Coordinator/Certifier with at least 1 year experience				
Type of Observation:	Number of Observations	Name and Role of Staff Observed	Date(s) Observed	Initials of Staff Observed
Telephone Calls <i>Utilize Staffing and Supervision handouts 8 & 9 from the Loving Support Management Curriculum</i>	4			
Breastfeeding Class	1 of each type			
Face-to-Face visit <i>Utilize Staffing and Supervision handouts 8 & 9 from the Loving Support Management Curriculum</i>	1 prenatal			
	1 postpartum			

Observation Checklist for New Peer Counselor:

Type of Observation:	Number of Observations	Competency	Date(s) Observed	PC Coordinator/ Trainer Initials
----------------------	------------------------	------------	------------------	-------------------------------------

Telephone Calls <i>Utilize Staffing and Supervision handout 10 from the Loving Support Management Curriculum</i>	3	Proper phone etiquette, support exclusive breastfeeding, give accurate and relevant breastfeeding information, yield to a breastfeeding expert when appropriate
Breastfeeding Class <i>only required if Peer Counselor will be teaching breastfeeding classes</i>	1	Leads a group class demonstrating the ability to effectively: <ul style="list-style-type: none"> • Provide accurate up-to-date breastfeeding information • Facilitate interactive group discussion that is participant-centered • Use visual aids to reinforce the information being discussed • Incorporate handout materials in the discussion
Face-to-Face visit	1 prenatal <hr/> 1 postpartum	Cultural sensitivity, practices effective listening skills, documents in WISPr, maintains confidentiality